FINANCIAL SECRETARIAT.

Dated 2nd December 1952.

From

The Secretary to the Government of Mysore,
Finance Department.

To

The Chief Controlling Officers.
The Subordinate Controlling Officers.
The Drawing Officers including Gazetted Officers drawing their own pay and Travelling Allowance Bills.

Sir,

Subject:—Reconciliation of Departmental figures of Expenditure with those of the Audit Office.

No. Fl. (B). 10459-10548—Bud. 8-52-7. I am directed to invite reference to Government Order No. Fl. (B). 2508-87—Bud. 8-52-2, dated 17th June 1952 on the above subject and to state as follows :—

(*a*) *Gazetted Officers drawing their own pay and Travelling Allowance Bills.*—These officers also have to furnish an account of their drawings to the disbursing officers to whom they are attached so that the latter may be able to consolidate the figures for the whole office and prepare the statement of expenditure in Form 'A'. The Certificate prescribed in the Government Order has therefore to be furnished by all Gazetted Officers excluding only officers of and above the rank of Chief Controlling Officers and Heads of Departments. The statements of their drawings, which may be in manuscript, should be forwarded by them to the disbursing officers concerned punctually before the 5th of the following month.

(*b*) *Disbursing Officers.*—These officers should see that the accounts due from the several Gazetted Officers working directly under them are received punctually. They should consolidate those figures as well as those relating to their own drawings before the 10th of the following month. This date should be strictly adhered to so far as this portion of the work is concerned, whether one is merely a disbursing officer or a Subordinate Controlling or Chief Controlling Officer with disbursing officer's functions. The verification with treasury figures wherever practicable should be completed before the 15th of the month following. It is to be noted that the Treasury Officers will only make the Subsidiary registers available for verification by the departmental clerks deputed to the treasury for the purpose. The certificates that the figures in the statements agree with those of the treasury should therefore be signed by the disbursing officers themselves. The statements in Form 'A' with the Certificate of verification (where practicable) should reach the Subordinate Controlling Officers punctually by the 20th of the following month.

(*c*) *Subordinate Controlling Officers.*—Their statement of expenditure in Form 'A' as disbursers should be ready by the 10th itself. As soon as they receive the statements in Form 'A' of the subordinate disbursing officers, they should get the figures consolidated and despatch the statement in Form 'B' (after treasury verification where possible) to the Chief Controlling Officer so as to reach him not later than the 25th of the following month.

(*d*) *Chief Controlling Officers.*—Their statement in Form 'A' would also be ready by the 10th of the following month. As soon as the statements in Form 'B' are received from the Subordinate Controlling Officers, the figures thereof should be consolidated with those of their own statement in Form 'A' and the statement of expenditure for the whole State in Form 'B' prepared by the 5th of the second following month.

(*e*) The reconciliation of the above figures with those in the Accountant-General's books should be taken up immediately thereafter and completed by the 20th of the month. The fact should be reported to Government also until further instructions.

(*f*) The certificate is prescribed just to ensure that this important work is attended to systematically by all officers concerned without the need to issue reminders. The watching of actuals against budget grants or appropriations being the primary responsibility of every Government Officer entrusted with the expenditure or control of Government Funds, any application for extra staff on the ground that the new procedure involves additional work will be against the spirit of the Government Order. The extra work necessitated by these arrangements will be negligible in most cases and in the case of large departments like Police, Agriculture, Education, the centres of consolidation should be so arranged as to ensure that the extra work is distributed evenly without the need for additional staff in any case.

(*g*) The amount of bills actually cashed in a month should be taken for the purpose of the statement in Form 'A'. In the case of bills payable at Bangalore, the date of pre-audit cheque will be the date of disbursement irrespective of the date of encashment of the cheque. The amounts to be taken are *the gross amounts of bills* even though the net amount may be drawn after deduction towards funds, etc.

(*h*) Some of the Departments are sending statements of expenditure to the Finance Department and as it is the responsibility of the Departments to reconcile the figures, such statements need not be sent to Finance Department.

Any doubts or difficulties may be referred to the Finance Department for elucidation. The Special Officer (Treasuries) may also be contacted by the departmental clerks at Bangalore personally during office hours for clarification of points, if any.

Yours faithfully,

M. SHAMANNA,
Secretary to Government,
Finance Department.

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EDUCATION SECRETARIAT

Dated 2nd December 1952.

No. E. 11972—Edn. 10-52-192. 5th, 6th and 7th December 1952 (Sunday the 7th December 1952 in respect of Urdu institutions) are declared as full holidays to all Educational Institutions in Bangalore Corporation area in connection with the Cricket Match between the Pakistan Team and the Combined Universities Team (comprising players of several Indian Universities).

By Order and in the name of Rajpramukh,

L. MUNISWAMY,
Secretary to Government,
Education Department.

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FOREST AND AGRICULTURE SECRETARIAT.

Notification dated 2nd December 1952.

No. M. 18274—G.M. 38-52-7. The following list of public holidays sanctioned by Government for the year 1953 is published for general information :—

GENERAL HOLIDAYS.

All Sundays	
Thursday, 1st January ...	New Year's Day
Wednesday, 14th January...	Uttarayana Punyakala
Monday, 26th January ...	Republic Day
Thursday, 12th February ...	Mahasivarathri
Monday, 16th March ...	Lunar New Year's Day
Friday, 31st July ...	His Highness the Maharaja's Birthday.
Saturday, 15th August ...	Independence Day
Saturday, 12th September...	Ganesha
Saturday, 19th September...	Last day of Muharram
Friday, 2nd October ...	Mahatma Gandhi's Birthday
Wednesday, 7th October ...	Mahalaya Amavasya
Thursday, 8th October ...	Commencement of Dasara
Saturday, 17th October ...	Mahanavami
Thursday, 5th November ...	Naraka Chathurdasi and Deepavali.
Saturday, 7th November ...	Bali Padyami
Friday, 25th December ...	Christmas

PARTIAL (HINDU) HOLIDAYS.

Saturday, 28th February ...	Holi Feast
Monday, 23rd March ...	Sri Rama Navami
Monday, 13th April ...	Tamil New Year's Day
Friday, 11th September ...	Gauri

PARTIAL (MUSLIM) HOLIDAYS.

Friday, 21st August ... Bakrid
Friday, 20th November ... Id Meelad

PARTIAL (CHRISTIAN) HOLIDAYS.

Friday, 3rd April ... Good Friday

Notes.—(1) Kutba-e-Ramzan on 14th June, Upakarma on 23rd August and Vijayadasami on 18th October are omitted to be indicated as holidays, as they fall on Sundays.

(2) On account of Upakarma, those who observe it on Monday, 24th August may have a holiday on that day.

(4) The Heads of Offices and Institutions are authorised to permit late attendance of Officials who observe the Amavasya, such late attendance being not later than 1 P.M.

(4) If any of the Muslim holidays notified above does not fall on the day notified, the Muslims in Government service may be granted a holiday on the day of observance in lieu of a holiday on the day notified.

(5) Separate lists of holidays will be published by the Director of Public Instruction and the Registrar of the University of Mysore, for the Education Department and the University, respectively.

By Order of His Highness the Maharaja,

A. S. KHALEEL,
Secretary to Government,
6493 *Forest and Agriculture Departments.*

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